

BEST PRACTICE AWARD ICOM-CECA 2025

Guidelines

Part one - Introduction

1.1 General information

This call for proposals is managed by ICOM CECA and aims to spread the use of the Best Practice document, and to encourage members' participation in the CECA Annual Conference 2025 that will take place in Dubai (November 2025). This being done in order to promote sharing and exchange of museum experiences at international and intercontinental levels.

To submit a proposal, it is necessary to download the online application, fill it in electronically and send it by email to Margarita Laraignée, Responsible of the CECA Best Practice award: margaritalaraignee@gmail.com

Proposals can be written in English, French or Spanish and must include all information required for the international jury to review proposals in accordance with the criteria set out in 1.4.

Proposals must:

- (a) Refer to programs based on the Best Practice document.
- (b) Electronically submitted to CECA Responsible Margarita Laraignée: margaritalaraignee@gmail.com
- (c) Submitted no later than **May 29, 2025**. Any expenses incurred during the preparation and submission of proposals shall not be reimbursed by ICOM CECA.

1.2 Duration and terms of the grant

The list of winning proposals will be made public as of **15 June 2025**. The financial grant will be attributed to the three best programs. The person who submitted the program will be granted funds and **personally receive the award certificate**. Changes can occur only for exceptional and justified reasons and must be authorized by the jury. The selected members will submit the articles for publication in Best Practice 13, before **25th July 2025**.

1.3 Award

For the three winners, the CECA Board will cover the registration fees for the annual conference and a maximum of 400.00 euros as a contribution to accommodation expenses, upon

presentation of an invoice and within the limit of that amount. **Transportation costs will not be covered.**

VERY IMPORTANT

If the Conference cannot be held in person or if it is cancelled, as CECA financial assistance can only be granted to support the winners during their in person stay at the Conference.

1.4 Evaluation

The jury will be chaired by Marie-Clarté O'Neill, President of the CECA and will be composed of a member of the Bureau and previous winners of the Best Practice Award.

The evaluation will be based on the following criteria (100 points):

Response to the Best Practice document (100 points).

These criteria will be assessed based on the methodology provided by the applicant, which will set out how the applicant intends to develop the program according to the three points detailed in the Best Practice document: 1. Conceiving and planning of the program (max 60 points); 2. Carrying out the program (max 20 points); 3. Evaluation and remedial process (max 20 points).

All the proposals scoring at least 70 out of 100 points will be classified as technically acceptable and proposed for the yearly Best Practice book publication, edited by Margarita Laraignée.

1.5 Queries

Queries can only be addressed by e-mail to Margarita Laraignée:
margaritalaraignee@gmail.com

Part Two - How to fill in the online application

The online application is divided into two sections. In the first section, applicants are required to insert personal information; in the second section, the program must be described. Instructions on how to fill in individual boxes in each section are given below.

Section 1 - Information about the applicant

Museum/Institution <i>Please write the name of the museum where the program was implemented.</i>	<i>Ex. Musée du Louvre Université Paris Ouest</i>
City <i>Please write the name of the city where the museum is based.</i>	<i>Ex. Paris</i>
Country <i>Please write the name of the country where the museum is based.</i>	<i>Ex. France</i>
Program presenter <i>Please insert the name of the person responsible for the programme development. He/she will get the grant should the program be awarded.</i>	
First Name	<i>Ex. Paul</i>
Last Name	<i>Ex. Dupont</i>
Contacts	<i>Ex. dupont@yahoo.fr +33 (0)1 333444555</i>
<input type="radio"/> CECA individual member <input type="radio"/> CECA institutional member Check where appropriate	
ICOM Card Number	<i>Ex. 12345</i>

Section 2 - Information about the program

Title of the program <i>Please write the name of the program.</i>	<i>Ex. The words of the museum</i>
Presentation of the program (Max 200 words)	<i>The abstract must give a general idea of the program and its main aspects.</i>
Description of the program according to the <u>Best Practice</u> document <i>Please break down your description of the program following the phases outlined in the Best Practice document that can be downloaded from CECA website.</i>	<i>1. Conceiving and planning of the program (max 850 words). Please keep in mind the steps given in the Best Practice document concerning objectives, pertinence, resources, collaborations, contents and mediation tools.</i>
	<i>2. Carrying out the program (max 350 words). Please keep in mind the steps given in the Best Practice document concerning planning and implementation.</i>
	<i>3. Evaluation and remedial process (max 250 words). Please keep in mind the steps given in the Best Practice document concerning accompanying studies, studies for the evaluation of the results, remediation.</i>